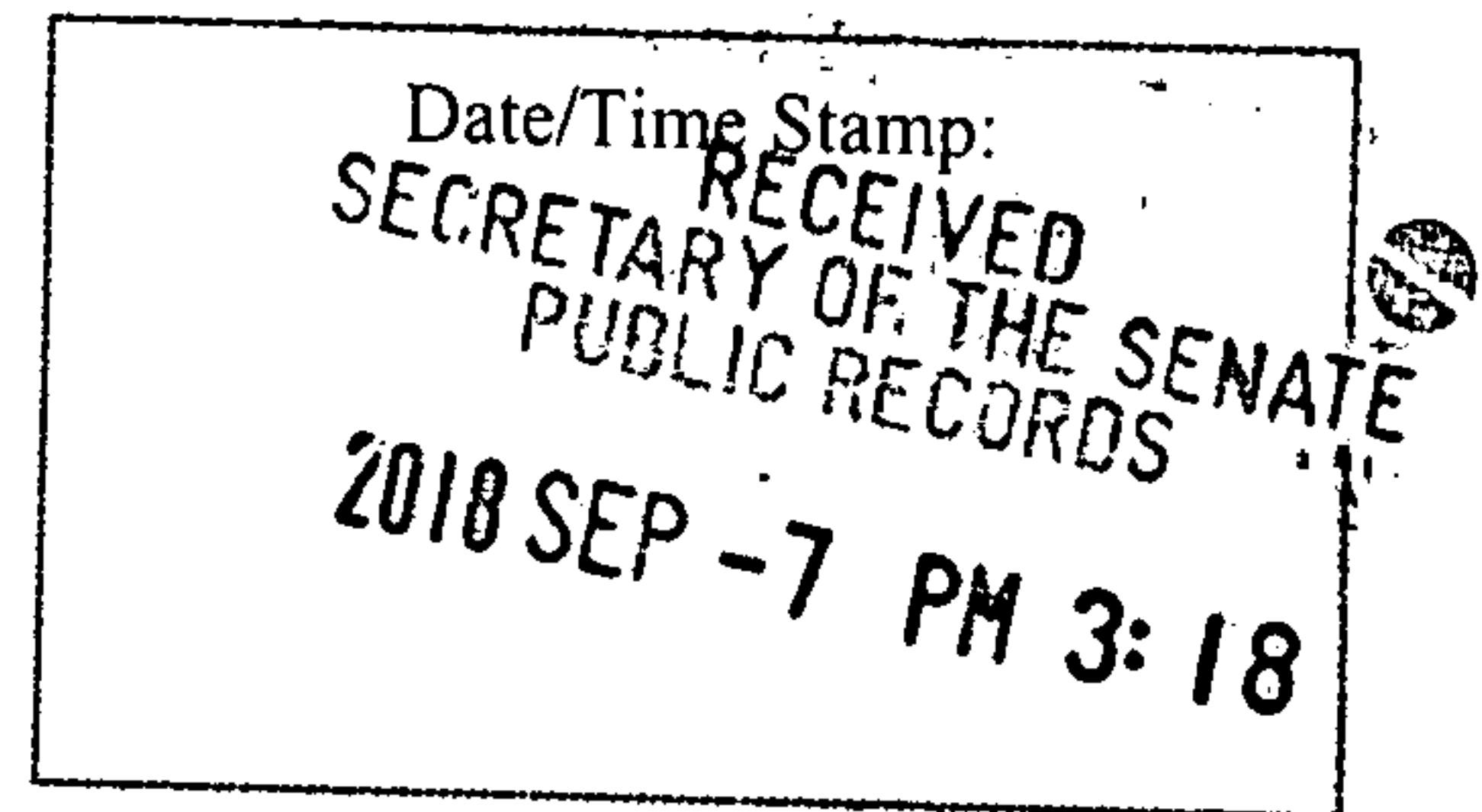


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
☒ A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Israel Education Foundation (AIEF)

Travel date(s): August 4-12

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,493.85	\$1,753.20	\$1,132.49	\$3,746.16 (please see attached)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached itinerary

9/7/18
(Date)

Amanda Coyne
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/7/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUN28 10PM 5:26

Name of Traveler: Amanda CoyneEmploying Office/Committee: Senator Dan SullivanPrivate Sponsor(s) (list all): American Israel Education Foundation (AIEF)Travel date(s): August 4-12, 2018*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Israel

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will provide me a clearer understanding of our Middle East policy and our relationship with Israel. In turn, as a member of the Senator's senior staff, this trip will allow me to better advise the Senator on related policies and frame his views on the Middle East in speeches and in articles.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6/27/18
(Date)

Amanda Coyne
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Don Sullivan hereby authorize Amanda Coyne
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/28/18
(Date)

Don Sulli
(Signature of Supervising Senator/Officer)

Breakdown of “other” expenses:

- Security: \$1,305.84 per person
- Speaker Fees: \$794.33 per person
- Hotels for contract staff (tour guide, bus driver, security guards): \$374.41 per person
- Meals for contract staff and speakers: \$355.12 per person
- Tour Guide: \$292.53 per person
- Room Rentals: \$209.27 per person
- Hotel Commission: \$131.96 per person
- Other: \$78.23 per person
- Transportation for contract staff and speakers: \$70.51 per person
- Transportation for individualized tour of Syrian/Israel border: \$53.84
- Entrance Fees: \$37.70 per person
- Photography: \$34.09 per person
- Tips: \$8.33 per person

American Israel Education Foundation (AIEF)
Educational Seminar in Israel
United States Congressional Staff
August 4-12, 2018

FINAL ITINERARY

Saturday, August 4, 2018

4:50 PM Depart DCA

6:20 PM Arrive Newark

10:50 PM Depart Newark

Sunday, August 5, 2018

4:20 PM Arrive at Ben-Gurion Airport
Transfer to Jerusalem

En route:

Shalom Jerusalem: Introduction to the History of the City

6:00 PM Check into the Inbal Hotel

7:15 PM Depart for dinner

7:30-8:00 PM *Setting the Stage*
Welcome and orientation
- at Touro Restaurant

8:00-9:45 PM *State of the Nation*
Dinner with David Horovitz
Founding Editor, *The Times of Israel*
- at Touro Restaurant

9:45 PM Overnight at the Inbal Hotel

Monday, August 6, 2018

7:45 AM Breakfast is served
- at the hotel, hall

8:00-9:00 AM	<i>Israel's Political Map</i> Breakfast with Professor Reuven Hazan Department of Political Science, the Hebrew University -at the hotel
9:15 AM	Depart
9:30 AM-12:15 PM	<i>Strategic Survey of Jerusalem, Part I: The Old City and Holy Basin</i> <ul style="list-style-type: none"> ▪ City of David ▪ Southern Wall Excavations ▪ Western Wall ▪ Church of the Holy Sepulchre
12:30-2:00 PM	<i>Israel in the Media</i> Lunch with Matti Friedman Author and Journalist -at Kinor BaKikar
2:00 PM	Depart
2:15-3:15 PM	<i>A View from the United States</i> Meeting with Leslie Tsou, Deputy Chief of Mission' -at the US Embassy in Jerusalem
3:15 PM	Depart for the Knesset
3:30 PM	Security check
3:45-4:45 PM	<i>Israeli Democracy in Action</i> Meetings with Members of Knesset (MKs) <ul style="list-style-type: none"> ▪ The Honorable Amir Ohana from the Likud Party ▪ The Honorable Yehiel Bar from the Zionist Union Party - at the Knesset
5:00 PM	Depart for hotel
7:15 PM	Depart for dinner
7:30-9:30 PM	<i>Peer to Peer: Israeli Member of Knesset Staffers</i> <ul style="list-style-type: none"> • Justin Pozmanter, Advisor to MK Tzachi Hanegbi, Likud Party • Gal Reich, Advisor to MK Yehiel Bar, Zionist Union Party • Yair Zivan, Advisor to MK Yair Lapid, Head of Yesh Atid Party -at Anna Restaurant

9:30 PM Overnight at the Inbal Hotel

Tuesday, August 7, 2018

6:30-8:15 AM	Check out Luggage in the lobby Breakfast on own in the main dining room
8:30 AM	Depart for Yad Vashem
9:00-11:00 AM	<i>Remembering the Victims of the Holocaust</i> Guided visit to the Yad Vashem Holocaust Memorial and Museum
11:15 AM	Depart
11:45 AM-12:45 PM	<i>A View from the Palestinian Authority</i> Lunch with Nidal Foqaha Director General, Palestinian Peace Coalition/ Geneva Initiative, Palestinian Authority - at the American Colony Hotel
1:00-2:00 PM	<i>A View from East Jerusalem</i> Coffee with Rami Nazzal Journalist, Time Magazine - at the American Colony Hotel
2:15 PM	Depart
2:45-3:45 PM	<i>A View from the Prime Minister's Office</i> Meeting with Sara Greenberg, Advisor to the Prime Minister, Office of the Prime Minister - at the Crown Plaza Hotel
3:45 PM	Depart for Tel Aviv
5:00 PM	Check into the Sheraton Hotel, Tel Aviv
7:30 PM	Depart for Dinner

7:45-9:45 PM *The Israeli Mosaic*
Dinner with:
▪ Miriam Ballin, United Hatzalah
▪ Galit Sasson, Mekorot Water Company
▪ Dan Slijper, LGBTQ Caucus, Yesh Atid Party
▪ Sivan Yaari, Innovation Africa
- at Deca

10:00 PM Overnight at the Sheraton Tel Aviv

Wednesday, August 8, 2018

7:45 AM Breakfast served
- at the hotel, private room

8:00-9:00 AM *Minority Rights in Israel*
Breakfast with Mohammad Darawshe
Director of Planning Equality & Shared Society,
Givat Haviva Educational Center
- at the hotel

9:15 AM-10:15 AM *Israel-Palestinian Authority Relations in the Trump Era*
Meeting with Shimrit Meir
CEO of Link, Editor-in-chief of *Al-Masdar*
-at the hotel

10:30 AM Depart

11:30 AM-12:30 PM *Terror Threats From Gaza*
IDF Briefing with Lt. Col. Yaron Buskila
- at Space, Moshav Emunim

12:30-1:30 PM *Life on the Border with Gaza*
Lunch with Chen Kotler-Abrahams, kibbutz Kfar Aza resident
- at Space, Moshav Emunim

1:30 PM Depart for Tel Aviv

3:00-3:30 PM *360° Bird's Eye View of Israel*
Briefing at the Azrieli Center Helipad
- at the Crowne Plaza Azrieli Hotel, Hall C

4:45 PM Return to hotel

7:30 PM	Depart for dinner
7:45-9:45 PM	<i>Start-Up Nation</i> Dinner with: <ul style="list-style-type: none"> ▪ Keren Etkin, Gerontologist and Research, Elli Q ▪ Hillel Fuld, Zula, Israeli tech evangelist ▪ Cathy Sebag, product validation manager, MobileODT - at Meat Kitchen
10:00 PM	Overnight at the Sheraton Tel Aviv PLEASE PREPARE FOR NEXT MORNING'S DEPARTURE

Thursday, August 9, 2018

6:30-7:45 AM	Check out Luggage in the lobby
7:45 AM	Breakfast served - at the hotel
8:15-9:15 AM	<i>The Jewish State at 70</i> Meeting with The Honorable Dr. Einat Wilf Former Member of Knesset, Senior Fellow, the Jewish People Policy Institute -at the hotel, hall
9:15 AM	Depart
10:30 AM	<i>Israel's Narrow Waistline – Strategic Concerns</i> - Briefing at Alfei Menashe
11:15 AM	Depart
12:30- 1:45 PM	<i>Regional Threats Assessment Post-JCPOA</i> Lunch with Brig. Gen. (Res.) Nitzan Nuriel Former Director, Counter Terrorism Bureau Prime Minister's Office -at Tanduka
1:45-3:15 PM	<i>En route briefings:</i> <ul style="list-style-type: none"> ▪ <i>The Jezreel Valley – Strategic Land Bridge Between Africa and Asia</i> ▪ <i>Upper Galilee – Potential for Development</i>

3:15-4:15 PM	<i>Northern Exposure Part I: Hizballah Next Door</i> Strategic briefing on Israel's border with Lebanon With Lt. Col. (Res.) Sarit Zehavi, IDF Northern Command - at Alma Research and Education Center, Tefen Industrial Park
4:15 PM	Depart
5:15 PM	Check into the Galei Kineret Hotel
6:30-7:30 PM	<i>Treating the Victims of Syria's Civil War</i> Briefing by IDF Officer, Operation Good Neighbor -at the hotel
7:30 PM	Depart for dinner
7:45-9:45 PM	<i>Reflections of the Week</i> Dinner and discussion - at Decks Restaurant
10:00 PM	Overnight at Galei Kineret Hotel

Friday, August 10, 2018

6:30-8:15 AM	Check out Luggage in the lobby Breakfast on own in the main dining room
8:30 AM	Depart
9:00-11:00 AM	<i>Historical Significance of the Sea of Galilee</i> Visits to historical and religious sites around the Sea of Galilee <ul style="list-style-type: none"> ▪ Mt. of Beatitudes – Sermon on the Mount ▪ St. Peter's Church ▪ Capernaum – Jesus's Village
11:00 AM	Travel to the Golan Heights
12:00-1:30 PM	<i>Northern Exposure Part II: Syria Next Door</i> Strategic survey of Israel's border with Syria With Cpt. (Res.) Ilan Shulman - at Kibbutz Ein Zivan
1:30-2:30 PM	Lunch - at HaBokrim Restaurant

2:30-5:30 PM

Depart

Travel back to Jerusalem via the Jordan Valley

En route briefings:

- *Israel's Relations with Jordan*
- *Jordan's Syrian Refugee Crisis*

5:30 PM

Check into the Inbal Hotel

7:00 PM

Depart for dinner

7:15-9:15 PM

Reflections on the Sabbath in Jerusalem

Shabbat dinner hosted by Professor Gil Troy and his family

9:15 PM

Overnight at the Inbal Hotel

Saturday, August 11, 2018

7:45 AM

Breakfast on own

- at the main dining hall

8:00-9:30 AM

Depart

En route briefings:

- *Jericho Road and the E-1 Corridor*
- *The Dead Sea Region – Environmental Concerns*

9:45-11:45 AM

History and Geopolitics of the Roman Empire

Guided visit to the National Archeological Park at Masada

12:00-2:00 PM

Exploration of the Dead Sea Region

Followed by lunch

- at Herods Hotel

2:00 PM

Depart for Jerusalem

3:45 PM

Return to hotel

5:30 PM

Check out

Luggage on the bus

6:00-8:00 PM	<i>The U.S.-Israel Relationship – Bringing it all Together</i> Closing dinner - at the hotel
8:00 PM	Depart for the airport
8:00 PM	Janette Yarwood – transfer to David Intercontinental
11:10 PM	Depart Tel Aviv

Sunday, August 12, 2018

4:10 AM	Arrive Newark
8:33 AM	Depart Newark
9:59 AM	Arrive DCA

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors):
American Israel Education Foundation (AIEF)

 2. Description of the trip: Please see attached

 3. Dates of travel: August 4-12, 2018

 4. Place of travel: Israel (multiple cities)

 5. Name and title of Senate invitees: Please see attached

 6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

n/a

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about the U.S.-Israel relationship. The delegation will have the opportunity to meet with a diverse group of Israelis and Palestinians, and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see attached

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see attached

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$1,905.88	\$1,739	\$1,046	\$2,806.24
<input type="checkbox"/> Actual Amounts		Inbal JLM \$295 x 3 nights Sheraton TLV \$270 x 2 nights Galei Kinneret TIB \$314 x 1 night	JLM per diem \$140 x 4 days TLV per diem \$170 x 2 days TIB per diem \$146 x 1 day	breakdown attached

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip will take place in Israel in order to educate Congressional staff about the U.S.-Israel relationship.

19. Name and location of hotel or other lodging facility:

Inbal (Ze'ev Jabotinsky Street 3, Jerusalem); Sheraton (HaYarkon Street 115, Tel Aviv-Yafo);

Galei Kinneret (Eliezer Kaplan Blvd 1, Tiberias)

20. Reason(s) for selecting hotel or other lodging facility:

We chose these hotels due to their location and affordability.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Please see attached

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

economy plus on a commercial airline

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Richard Fishman, Executive Director

Name of Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC 20001

Telephone Number: (202) 639-5233

Fax Number: n/a

E-mail Address: rfishman@aiefdn.org

American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Congressional Staff
August 4-12, 2018

Senate Invitees

1. Amanda Coyne, Speechwriter/Senior Advisor, Sen. Dan Sullivan (R-AK)
2. Ryan Evans, Legislative Assistant, Sen. John Isakson (R-GA)
3. Kenneth Flanz, Legislative Director, Sen. Michael Crapo (R-ID)
4. Nathan Heiman, Legislative Assistant, Sen. Jerry Moran (R-KS)
5. Kate Hunter, Deputy Legislative Assistant, Sen. Tim Scott (R-SC)
6. Darren Parker, Legislative Director, Sen. James Risch (R-ID)
7. Matt Squeri, Legislative Assistant, Sen. Heidi Heitkamp (D-ND)
8. Laura Updegrove, Foreign Policy Advisor, Sen. Jeff Merkley (D-OR)

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American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Congressional Staff
August 4-12, 2018

Addendum

2. Description of the Trip

This seminar, which will be on the ground in Israel for seven days, is specifically designed to explore foreign policy and defense issues related to the U.S.-Israel relationship. Some of the key issues to be addressed include: Iran's continued malign regional activities; the impact of Syrian civil war along Israel's northern border; the internal political situations of both Israel and the Palestinian Authority, the status of the peace process; and the expanded cooperation between the U.S. and Israel in fighting terrorism and proliferation.

The seminar will consist of discussions with Israeli government officials, military officers, Members of the Knesset, Palestinian representatives and U.S. officials, as well as site surveys of the northern border with Lebanon and Syria, the southern border with the Gaza Strip, and the security fence. The seminar also aims to provide the political, historic, and religious context to the current conflicts and issues facing Israel and the region. It will explore the connection the three monotheistic religions have with the land and the influence this connection has on today's struggles. In addition to formal meetings and briefings, the trip provides experiential opportunities to help better understand the geographical complications, the security implications, and the historic root causes of the current conflicts.

14. Sponsoring Congressional Trips

Founded in 1990, the American Israel Education Foundation (AIEF) funds Israel Seminars for members of Congress, Capitol Hill staffers, students, political consultants, as well as religiously motivated pro-Israel Christian, Latino, African American, Progressive, and Veteran leaders. These trips to Israel are among the most critical programs AIEF supports on behalf of the U.S.-Israel relationship. These educational seminars allow policy makers to understand the complex historical, religious and geographic context of the Arab-Israeli conflict. Participants have the opportunity to meet with Israeli government officials, military officers, members of the Knesset, U.S. government officials, Palestinian Authority officials and leading academics and journalists. For many of the participants, who make important decisions impacting Israel and the Middle East, these trips are their first, and sometimes, only exposure to the country.

15. Other Educational Activities

AIEF grants support innovative and award-winning programming that educates a wide array of participants, including college students, members of Congress and their staff, and political professionals.

16. Other Expenses

Security: \$1,000 per person

-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

Speaker Fees: \$647.06 per person

-Honoraria for guest speakers

Tour Guide: \$264.71 per person

-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

Hotels for contract staff (tour guide, bus driver, security guards): \$194.12 per person

Meals for contract staff and speakers: \$188.24 per person

Room Rentals: \$176.47 per person

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

Hotel Commission: \$123 per person

We pay a 7% commission to the company that arranges our hotels.

Transportation for individualized tour of Syrian/Israel border: \$58.82

Entrance Fees: \$52.94 per person

-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

Transportation for contract staff and speakers: \$35.29 per person

Photography: \$29.41 per person

-On each trip we take a group photo with a professional photographer

Other: \$29.41 per person

-Briefing materials, miscellaneous

Tips: \$6.76 per person

-Tips for hotel staff

21. Per Diem

Hotels and meals in each city are within the international per diem for Israel, with the exception of the hotel in Tiberias, which is \$9 over the per diem. It is high season in Israel. The estimate for meal expenses includes the cost for meals, snacks, and water on the bus. It does not include alcohol, as we do not pay for alcohol per Senate ethics rules.